

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	296	11.33	29.66	1.23
FROM TERRITORIES :	289	3.00	21.33	0.73
B. VISITS TO CLIENTS IN TERRITORY :	127	11.00	20.00	0.93
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.66	6.33	0.21
MISSIONS :	3	1.66	0.33	0.06
CONFERENCE SEMINARS :	4	1.66	0.33	0.06
OTHER :	4	0.00	3.66	0.11
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	12	1.00	0.00	0.03
POST INITIATED :	17	2.66	8.33	0.33
E. COMMUNICATIONS ACTIVITIES :	5	2.00	0.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	48	5.00	3.66	0.26
FROM TERRITORIES :	23	4.66	1.00	0.17
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	82	8.00	1.66	0.29
CONNECTIONS ARRANGED :	29	10.00	1.00	0.33
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		12.00	0.00	0.36
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.33	0.00	0.01
HOST GOVERNMENT :	11	1.66	0.00	0.05
OTHER DEPARTMENT :	24	3.00	0.00	0.09
PROVINCES/MUNICIPALITIES :	38	4.00	0.00	0.12
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		3.33	2.66	0.18
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 56  
FROM TERRIT : 84

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 3